

How to Use the IT Staff Augmentation Full Service Contract

COMMBUYS Contract/Blanket Description: ITS53StaffAugCat1

MMARS #: ITS53StaffAugCat1*

Contract Duration: 07/01/2013 to 06/30/2016 Options to renew: None

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Last change date: 12/04/2014

Purpose of Update

This version of the Contract User Guide includes instructions for posting job specifications on COMMBUYS. All rules for using this contract remain unchanged, the only difference is that instead of posting job specification on Comm-PASS or sending them via email, Executive Departments must COMMBUYS for posting all job specifications going forward. Any postings that are already in progress do not have to be posted again or otherwise documented on COMMBUYS.

Non-Executive Departments are not at this time required to post on COMMBUYS, but may continue the Interim Process of emailing specifications to ALL ITS53 Staff Aug Category 1 vendors.

Contract Summary

This contract is for “full service” placements of temporary IT staff (“Resources”), where Commonwealth Agencies post job requirements and the ITS53 Vendors submit candidate resumes for consideration by the Commonwealth Agency. If your Agency has recruited a Resource on its own, use Contract ITS53StaffAug2a or ITS53StaffAug2b.

Please see [Locating Attachments on COMMBUYS](#) to find the documents referenced in this Guide.

Benefits and Cost Savings

- Competition for every placement results in good rates
- Fifteen vendors available to recruit and provide candidates

Who Can Use This Contract?

Applicable Procurement Law: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

Eligible Entities:

01. Cities, towns, districts, counties and other political subdivisions
02. Executive, Legislative and Judicial Branches, including all Departments and elected offices therein;
03. Independent public authorities, commissions and quasi-public agencies
04. Local public libraries, public school districts and charter schools;
05. Public Hospitals, owned by the Commonwealth;

06. Public institutions of high education
07. Public purchasing cooperatives;
08. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
09. Other states and territories with no prior approval by the State Purchasing Agent required; and
10. Other entities when designated in writing by the State Purchasing Agent.

Pricing and Acquisition Methods

Pricing

A “[Rate Card](#),” updated periodically, determines the maximum rates which Vendors can charge for particular job titles. Rate Card 5 applies to Executive Department agencies. All other Commonwealth Agencies may use Rate Card 3 or Rate Card 5.

If an Agency does not receive satisfactory resumes using the Maximum Rate Card rates and wishes to post at a higher rate, they may petition Ellen Wright (ellen.wright@state.ma.us), the designee of the Commonwealth’s Chief Information Officer, for a variance from the Rate Card.

Rate Reductions: All ITS53 Vendors must provide a 2% rate reduction on the hourly rate for any Resource placed with the same Eligible Entity under ITS53 for more than 1,800 hours, with the exception of **Insight Global and TEKSystems**, who offer a 1% reduction. If the rate reduction is not taken automatically, remind the Vendor to reduce the next invoice accordingly. Note: The rate reduction does not apply to Resources obtained under ITS43 whose rates were reduced under that contract.

Prompt Pay Discounts: Ten out of the fifteen vendors offer a 5% Prompt Pay Discount for payments made within 30 days. Please see the [Vendors](#) listing for Prompt Pay Discounts by Vendor.

Acquisition Methods

Services will be obtained on a time and materials basis only. Travel may be paid only with the prior written consent of the Commonwealth Agency.

How to Use this Contract

There are three steps for obtaining IT Resources under this Contract, explained in more detail [below](#):

1. Post the job on COMMBUYS and select a candidate from the resumes submitted. COMMBUYS posting is required for all positions to be filled under this contract. If your agency has not had COMMBUYS training, email the COMMBUYS Help Desk at commbuys@state.ma.us. See “[How to post on COMMBUYS](#)” for specific posting instructions.
2. Notify the Vendors that a candidate has been selected and sign an agreement with the selected Vendor.
3. “On-board” the Resource (obtain forms needed before the Resource can start work).

Posting the Job and Choosing a Resource

1. Select a job title from the applicable Rate Card on the COMMBUYS “Attachments” or “Summary” tab. Executive Department agencies must use Rate Card 3, others may use either Rate Card 3 or Rate Card 5. If you cannot find a job title that is an exact match with your requirements, choose the closest match and add additional qualifications (i.e., years of experience with specific tools) to the Job Specification Template.
2. Review the Job Specification Template found on the COMMBUYS “Attachments” or “Summary” tab. There are several decisions you will need to make when completing it – for example, whether face-to-face interviews are needed, and whether you wish to be able to select a candidate before the deadline for resume submission.
3. Tips to keep in mind:
 - Choose a candidate as quickly as possible. Candidates with skills that are in high demand may only remain available for a short time.
 - Check for duplicate resumes submitted by different vendors. You may decide which vendor’s submission to accept based on submission date, bill rate, or other factors, or you may decide not to accept any submission.
 - “Tell your story” in describing the job requirements. Recruiters may attract better candidates if a project sounds interesting or uses cutting edge technology.
 - When posting a position that is “hard to fill,” or has unusual requirements, it is helpful to offer a question/answer period in a format where answers can easily be shared with all Vendors, such as a short teleconference for the purpose of answering bidder questions more interactively.
 - Indicate how long the job is expected to last. If you post a job for three months (for example, based on funding or the end of the fiscal year), but expect it to continue for the duration of a project, mention the possibility of a more extended engagement.
 - You may request that the Vendor include the Resource’s planned “pay rate” along with the proposed bill rate.
 - Vendors have been told to indicate, for each candidate, whether the Resource is presently working for a Commonwealth Agency. You may contact the Commonwealth Agency for a reference.

Notify Vendors and Sign an Agreement

1. Notify the vendor whose candidate you have selected
2. Notify all other vendors that their candidate was not selected
3. Sign an agreement with the selected Vendor. A Statement of Work (SOW) template is posted on COMMBUYS (Summary or Attachments tab of the Contract). You may use your own Agency’s agreement, but be sure to cover all elements of the SOW template.
4. Encumber funds in MMARS, or the financial system your Agency uses, prior to the start date.

“On Board” the Resource

I-9 Form: Agencies may request copies of the I-9 (Employment Eligibility Verification) form from the ITS53 Vendor for all new placements, prior to the Resource’s first day of work. If the form is requested, Agencies must review the area of the form on the right hand side of the page, about one third of the way down, beginning: “I attest, under penalty of perjury...” If the box for “An alien authorized to work...” is checked, be sure that the authorization is current based on the expiration date.

Resources with H1-B Visas: The Department of Labor requires (20 CFR 655.734) the filing of a labor condition application (LCA) and a posting of a notice of the LCA filing for Resources with H1-B visas. The requirement can be met by Commonwealth Agencies by posting a copy of the notice, which the ITS53 Vendor will supply, at the Resource’s work site, in two conspicuous locations, for a period of ten days.

Representations by Resources Form: This form, **found on COMMBUYS under the Summary or Attachments tab**, must be signed by all Resources on or before their first day of work.

ITS53 Employee Certification Form: The Resource must bring this form to work on his/her first day (if not submitted previously). The form must be kept in the procurement file. **A copy of the form is located under Summary or Attachment tab of the contract.**

The “Resource Employer” is not necessarily the same as the ITS53 Vendor, whose name will appear near the bottom of the form. The answers to Questions 1, 2, 4, 5 and 7 must be “Yes.” If the answer to Question 3 is “No,” the form must indicate that the Vendor qualifies for an exemption, or a copy of a completed [HIRD](#) form (the Health Insurance Responsibility Disclosure form that employers must have on file if the employee has declined to participate in the employer’s sponsored health insurance plan or pre-tax purchasing program) must be attached. Regarding Question 6, if the Resource Employer is a single member LLC, the LLC must be at least six months old as of the date the Resource reports for work, and the Resource must have provided services outside of a Statewide Staff Augmentation Contract.

During the Resource’s Engagement

Request copies of W-2s for Resources working at your Agency, on or about May 1 of each year, and keep it in the procurement file.

Request a rate reduction after the Resource has been with your Agency for 1,800 hours. See [Rate Reductions](#) for details.

Additional Caveats and Benefits

- After a Resource has been working for your Agency for three months or more (exception: for Insight Global, six months or more), **you may offer the Resource a position with your Agency** as a regular employee or a “Contract Employee,” provided that the Resource is not working under an H1B visa. However, you **may not** encourage the Resource to leave their ITS53 employer and go to work for another company, such as “Low Overhead” vendor or other third party.
- Vendors must absorb the cost of **background checks** (if requested by your Agency), even if your Agency has special requirements (i.e., a child care agency

may have specific requirements pertaining to child abuse or neglect). Background checks may include but are not limited to Massachusetts Criminal Offender Record Information (CORI) checks.

- If the Vendor is not the Resource's direct employer, you have the right to request and receive a **copy of the subcontract**.
- **Do not** post a job on Monster.com or other job boards until you have given the ITS53 Full Service Vendors an opportunity to find a candidate for you. Above all, do not post the position elsewhere while it is posted for responses from the ITS53 vendors.
- **Do not** provide advance notice of postings before they are posted on COMMBUYS. All Vendors should have an equal opportunity to respond to a posting.

Additional Information

Continuing a Resource's Engagement after the end of ITS53

Before the end of the Contract (7/1/2016), you may extend the term of your Agreement for a Resource or group of Resources for up to three years from the date you sign the extension. After ITS53 ends, the end date your Agreement cannot be extended further, and the bill rate cannot be increased. No new Agreements may be executed after ITS53 has expired.

Contract termination or suspension of a Vendor from new business under ITS53 does not automatically terminate any Agreements you have in place with that Vendor.

How to Post on COMMBUYS

If you are not familiar with how to post a requisition on COMMBUYS that enables you to request quotes from multiple vendors on a Statewide Contract, download the Job Aid ["How to Create a Department/Statewide Release Requisition \(with Solicitation\)"](#). The following instructions customize that Job Aid:

1. General tab (Job Aid Steps 4)
 - a. Select "Release" as the "Requisition Type."
 - b. Check the "Solicitation Enabled."
 - c. Select "Statewide Contract" as "Type Code."
2. Items tab (Job Aid Step 6)
 - a. Go to the Items tab and select the "Search items" button.
 - b. Click the symbol next to "Advanced Search" to see more search criteria.
 - c. Enter "ITS53StaffAugCat1" as the "Description."
 - d. For the "Item description," enter all or part of the Rate Card Title.
 - e. Select "Find it." If multiple records display, select the one(s) you want (i.e., most job titles appear under both Rate Card 3 and Rate Card 5, so select the appropriate one. Executive Departments must use Rate Card 5, for others, either Rate Card may be used). Note that the line items include the position description from the Rate Card as well as the maximum rate.

- f. Select “Add to Req and Exit.”
3. Items tab (Job Aid Steps 7 and 8)
 - a. Enter 1.0 for Quantity and select “Enter Info” under Catalog Price/Unit Cost
 - b. On the new screen that comes up, enter 1.0 for Quantity and for Catalog Price/Unit Cost.
 - c. Select “Save and Continue.”
 - d. Skip Job Aid Steps 7 and 8.
4. Attachments tab (Job Aid Step 14)

Use the “Add file” function to add the completed Job Specification Template and any additional files that may be needed.
5. Submit the requisition for approval. Once it has been approved, follow the Job Aid [“Create a Bid from an Approved Requisition in COMMBUYS.”](#) On the General tab, check “Informal Bid” if you wish to be able to select a candidate prior to the close date of the Bid.

Locating Attachments on COMMBUYS

All of the following documents are found on the “Attachments” or “Summary” tab of the Contract on COMMBUYS:

- Contract User Guide (this document)
- [Job Specification Template](#)
- [Rate Card 3](#)
- [Rate Card 5](#)
- [Employee Certification Form](#)
- [Representations by Resources](#)
- [Statement of Work \(SOW\) template](#)
- [RFR incorporating all amendments](#)

Note: You do not have to be logged in to COMMBUYS to follow the links above. Download files by clicking the disk drive icon under the small “down arrow.”

Interim “Posting” Process for Non-Executive Departments ONLY

Non-Executive Departments that are not enabled under COMMBUYS must continue to use the Interim Posting process, by pasting ALL of the email addresses below into the “To” line of your email:

mkarani@askstaffing.com; pmcnamara@atlantica.com;
colleen.oconnor@avidtr.com; brian.tomasello@avidtr.com;
LTHOMAS@BEACONHILLSTAFFING.COM; cparziale@eliassen.com;
rromano@eliassen.com; gary.cavanaugh@experis.com;
noah.goodwin@insightglobal.net; giselle.lorenzetti@insightglobal.net;
kmccann@kforce.com; Don.Pescione@modis.com; patrick.branagan@nttdata.com;
Imoraski@peopleserveinc.com; brendan.farrand@randstadusa.com;
Jim.cogliano@sullivancogliano.com; jcataldo@teksystems.com; dsmith@tcml.com;
baugusta@tcml.com; marge.macevitt@state.ma.us

Note that I've added my name to the email address list, so there will be documentation during this period regarding the number of "postings."

The "Subject" line of the email must be the same as the format for the Document Number on Comm-PASS:

ITS53_JobAbbreviation_CommonwealthAgencyAbbreviation_Sequence Number

Add the deadline (date and time) for responses as the first line of the email

Attach the completed Posting Template to the email

Notify vendors via email when the candidate has been selected.

Except for the above, the directions for using this contract are the same as they were under Comm-PASS.

Strategic Sourcing Services Team Members

Brian Boyd	Executive Office of Labor and Workforce Development
Delita Diggs	Mass. Bay Transit Authority
Ellen Wright	Information Technology Division
Evelyn Hyde	MassDOT
Rachelle Hersey	Executive Office of Administration and Finance
Rose Romagna	Executive Office of Human Services

CONTRACT USER GUIDE

Vendors

Bidder name	email	Telno	Small Business	MA can hire in 3 months	Rate Reduction %	PPD % 10 days	PPD % 15 days	PPD % 20 days	PPD % 30 days
ASK Staffing – See Butler America LLC, which has acquired this portion of ASK Staffing’s business	mkarani@askstaffing.com	678-551-6237	N	Yes	2%	5	5	5	5
Butler America LLC	tcoffin@butler.com	678-699-1822	N	Yes	2%	5	5	5	5
Atlantic	pmcnamara@atlantica.com	617-477-5254	Y	Yes	2%	5	5	5	5
AVID Technical Resources	colleen.oconnor@avidtr.com; brian.tomasello@avidtr.com	617-963-1924	Y	Yes	2%	5	5	5	5
Beacon Hill	LTHOMAS@BEACONHILLSTAFFING.COM; Jcook@beaconhillstaffing.com	617-326-4077	N	Yes	2%	5	5	5	5
Eliassen Group, LLC	cparziale@eliassen.com; rromano@eliassen.com	781-205-8122	N	Yes	2%	5	5	5	5
Experis	gary.cavanaugh@experis.com	781-907-6310	N	Yes	2%	4	3	2	1
Insight Global LLC	noah.goodwin@insightglobal.net; giselle.lorenzetti@insightglobal.net	404-335-7287	N	No	1%	0.23	0.18	0.12	0
Kforce Inc.	kmccann@kforce.com	617-368-6670	N	Yes	2%	5	5	5	5
Modis, Inc.	Don.Pescione@modis.com	781-262-5023	N	Yes	2%	5	5	5	5
NTT DATA, Inc.	patrick.branagan@nttdata.com	781-347-9393	N	Yes	2%	5	5	5	5
PeopleServe, Inc.	Imoraski@peopleserveinc.com	617-469-9779	Y	Yes	2%	5	5	5	5
Randstad Professionals US, LP dba Randstad Technologies	brendan.farrand@randstadusa.com	617-482-5200 x 5313	N	Yes	2%	5	4	3	3
Sullivan Cogliano Designers	Jim.cogliano@sullivancogliano.com	781-672-2757	N	Yes	2%	5	5	5	5
TEKsystems	jcataldo@teksystems.com	508-766-3159	N	Yes	1%	2	1	1	0
The Computer Merchant, Ltd.	dsmith@tcml.com; baugusta@tcml.com	781-709-4335, 781-878-1070 x 4304	N	Yes	2%	5	4	3	2